

# STATE OF MONTANA

## JOB DESCRIPTION

*Montana state government is an equal opportunity employer. The State shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

**Job Title: Administrative Specialist      Position Number: 66308      Location: Helena**

**Department: Transportation**

**Division and Bureau: Maintenance Division/Equipment Bureau**

**Job Overview:** Responsible for managing the WEX fuel card program and inventory and asset management functions for the Equipment Bureau's fleet. Manages various functions and applications within the Equipment Vehicle and Maintenance Management System (EVMMS) and performs accounting functions related to purchases, coding of invoices, completing bi-weekly rental usage, journal entries and research of proper accounting treatment. Drafts and recommends development of specifications, bidding, and contract monitoring and processes for the Division's equipment/commodity inventories and performs a variety of other duties as assigned. Provides program support to the Equipment Bureau Chief and Fiscal & Motor Pool Manager. Reports to the Fiscal & Motor Pool Manager and does not directly supervise other personnel.

### **Essential Functions (Major Duties or Responsibilities):**

#### **PROGRAM AND ASSET MANAGEMENT**

**60%**

Manages the WEX fuel card program for all Equipment Bureau owned vehicles and equipment located throughout all MDT division offices, headquarters office, and Motor Pool leasing agency offices. This position also acts as the "Authorizing Official" who is designated to authorize and cancel fuel cards, writing and updating policies, procedures, and developing a system of internal controls to maintain system compliance and integrity.

- Assigns a fuel card to each agency-owned vehicle showing the vehicle's license plate number on the front of the card and immediately cancels fuel cards that are lost, stolen, or assigned to a vehicle that is transferred, sold, or surplus. Issues separate fuel cards for non-vehicular uses (e.g. lawn mower).
- Requires each employee authorized to operate an agency-owned vehicle to read the Fuel Card Policy and sign the Fuel Card Use Employee Agreement Form before they receive a Personal Identification

Number (PIN). Retains the signed Fuel Card Use Employee Agreement Form for two years after the employee's termination date.

- Coordinates fuel card reviews with districts and headquarters managers to research and report any suspected misuse that may be associated with MDT fuel cards or pin numbers
- Utilizes the data analytics functions within the WEX program and reviews various data and trends that may be used to make WEX program management decisions. Keeps supervisor informed of any unusual trends or activity in the data.
- Researches and resolves any discrepancies within the fueling transactions.
- Researches fuel information through the vendor's online system to be used for various situations including legal proceedings, misuse or abuse, fuel card complaints and problems.
- Represents MDT at meetings as the primary contact between the Equipment Bureau and the fuel card system vendor. Contact the vendor with questions about card or pin issues, work with the vendor to develop new reports or enhance MDT's ability to gather information.
- Researches and evaluates fuel trends, new technology and fuel purchases. Makes recommendations to improve processes, efficiencies, monitoring and controls for the MDT's fuel program.
- Researches, develops and implements internal controls provided by the vendor that will ensure user and system integrity.
- Evaluates all non-fuel purchases made with the MDT fuel card and contacts the appropriate employees to secure reimbursement for the agency and resolve any discrepancies in the information.

Manages the inventory and asset management function for the Equipment Bureau's equipment fleet.

- Maintains the asset management function for the equipment fleet by adding all capital assets to SABHRS AM and EVMMS. Researches and complies with department and state policy regarding asset useful life, salvage values, and coordinates asset additions with the Administration Divisions Accounting department and responds to and resolves asset reconciling differences.
- Creates inventory (unit) numbers for all new vehicles and equipment by keeping a log of all numbers and assigning them in consecutive order. Creates numbers in EVMMS system to ensure consistency.
- Develops policy and procedure updates or changes regarding stock location, stock receipts, issues, transfers, and security.
- Maintains regular communications with the field regarding the use and operation of the inventory system.
- Corrects stock issues, transfers, adjustments, and appropriate inventory levels.
- Administers and coordinates annual inventory.

Ensures the submission of the proper legal documentation is received from the vendors upon delivery of assets, obtains the Bureau Chief's signature, and manages the title, registration, plate documentation for all asset inventory by working with the state of Montana Motor Vehicle Division (MVD).

- This position is responsible for learning the processes and procedures and working with the MVD to prepare and submit applications for titles, registrations, duplicate plates, break/bonds, and license plates, etc. Matching inventory numbers assigned for each vehicle and piece of equipment using procedures outlined in the Registrar's Bureau Office Procedure Manual. This also involves reviewing

title work and registrations for accuracy, placing a copy of the registration with the correct vehicle and equipment, entering the information into the EVMMS system, and filing titles and registrations to maintain proper storage, security and retrieval.

Manages various functions and applications within the Equipment Vehicle Management System (EVMS) to ensure effective system and user performance.

- Reviews, evaluates, and validates edit reports making recommendations for corrective action to resolve system errors.
- Recommends new system functions and applications and works with EVMMS Computer Support Specialist to implement new functions and applications.
- Researches and monitors low vehicle usage within EVMS. Communicates with district managers to secure vehicle use information and justifications for vehicle retention. Identifies and makes recommendations for possible surplus of those vehicles.

## **ACCOUNTING**

**25%**

Ensures consistency of accounting data such as cost accounting data, inventory locations, contract agreements, etc and reports between multiple platforms, including Asset Management System (AMS), EVMS, and SABHRS.

- Prepares various journals entries (standard journals, outgoing and incoming interunit journals, etc) in multiple systems (i.e. SABHRS and CARES) for review and approval by supervisor, follows proper state and department accounting policies and procedures, and researches and reconciles differences between systems.
- Oversees the payment of claims to ensure that goods were delivered in compliance with agreements, ensures timely payment and justification, and ensures proper expenditure allocations. Reviews quality assurance checks and reviews contract agreements to adjust and calculate payments.
- Provides expenditure and project coding for invoices received from vendors based on proper state and department accounting policies and procedures.
- Reconciles and resolves errors in the capital equipment account, accounts receivable, authorized work-in-progress account, and detail ledgers. Researches errors to determine the cause, prepares an audit trail of the research, and prepares journal entries to correct errors using the audit trail as supporting documentation. Reviews equipment transfer information to ensure the correct responsibility center is identified for assignment of the equipment and payment of the assigned rental rate.
- Oversees and completes bi-weekly usage billing including, researches coding errors and investigates usage variations. This is critical to the revenue and cash position of the Equipment Bureau and requires close attention.
- Prepares journal voucher warrants to close Authorized Work in Progress (AWP) accounts. Researches account data to ensure that documentation is complete, equipment or commodities are in service, and equipment values are correct.
- Analyzes and records assets and expensed commodities/equipment into EVMS, reviews commodity/equipment data to establish values, depreciation schedules, warranty information, and other pertinent data.

## **PURCHASING AND OTHER 15%**

Recommends and assists in drafting procurement plans for use in developing bid solicitations for the contracting of equipment, commodities and services. Researches and evaluates historical usage of RTS (requisition time schedule) items and makes recommendations of quantities to be purchased

- Develops and maintains inventory controls to ensure the timeliness, accuracy, and compliance of purchasing activities by analyzing and resolving problems related to inventory assessment, procurement, delivery, disbursement and tracking.
- Prepares bid and proposal documentation and responds to requests from bidders for clarification as required throughout the bidding process.
- Evaluates bidder responses for compliance with the terms and conditions of IFBs and term contracts to determine reasonableness of bids.
- Coordinates with Bureau Chief and Fiscal Manager to negotiate variations and revisions prior to award for the purpose of obtaining the best and final offers. Provides notice to successful bidders of the awarded contract.
- Evaluates and responds to vendor objections and disputes to ensure compliance with State law while providing quality customer service.
- Evaluates complaints, researches procurement regulations and policies and provides verbal or written clarification to resolve problems. Refers contentious issues to the Fiscal Manager or Bureau Chief if initial responses are not successful.
- Performs a variety of other duties in support of ongoing Bureau and Division operations that may be related to, but not limited to, coordinating vehicle requests from the Governor's office, assisting other MDT divisions with purchasing and procurement activities, coordinates special projects, attends training and continuing education sessions, represents the Bureau at meetings and conferences, creating and maintaining equipment working files and purchase order logs, and performing a variety of other duties as assigned.

### **Supervision**

*If this incumbent supervises others, please list each employee supervised and the position number:*

The number of employees supervised is: 0

The position number for each supervised employee is: 0

### **Physical and Environmental Demands:**

#### **PHYSICAL**

- Carry light items (papers, books, small parts)

- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Travel within the state and out-of-state travel by airline to national conferences and meetings.
- Operating a personal computer
- Communicate in writing, in person, and over the phone

## **MENTAL**

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
- Negotiating
- Instructing

## **Knowledge, Skills and Abilities (Behaviors):**

*List the knowledge, skills and abilities (behaviors) typically required for the first day of work. You may also list preferred knowledge, skills and abilities.*

### **KNOWLEDGE:**

Requires knowledge of accounting; asset management; purchasing and inventory management; file management; quality control procedures.

### **SKILLS:**

Requires skill in the operation of personal computers; related word processing, spreadsheet, and database software; problem-solving techniques; written and verbal communications; and attention to detail. Requires progressively proficient skills in the use of specialized software applications (e.g., EVMS, SABHRS, CARES, etc.).

## Minimum Qualifications (Education and Experience):

*List the required education and experience required for the first day of work, including alternative methods of acquiring minimum qualifications*

The required knowledge and skills are typically acquired through a combination of education and experience equivalent to an Associates's Degree in Accounting, Business, or Finance coursework or a related field.

This position requires a minimum of 2 years of experience in accounting, business, finance, office management, statistics, and purchasing or inventory control.

Certifications, licensure, or other credentials include: n/a

Alternative qualifications include: Any combination of additional related work experience and education equivalent to the minimum qualifications.

## Special Requirements:

*List any other special required information for this position*

☐ Fingerprint check ☒ Valid driver's license

☐ Background check ☐ Other; Describe

MPEA Union Code

Safety Responsibilities

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

## Signatures

My signature below indicates the statements in the job description are accurate and complete.

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<b>Immediate Supervisor</b>	<b>Title</b>	<b>Date</b>
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<b>Administrative Review</b>	<b>Title</b>	<b>Date</b>
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My signature below indicates that I have read this job description.

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<b>Employee</b>	<b>Title</b>	<b>Date</b>
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**Human Resources Review**

**Job Code Title: Administrative Specialist**

**Job Code Number: 131915**

**Pay Band: 5**

My signature below indicates that Human Resources has reviewed this job description for completeness and has made the following determinations:

☐ FLSA Exempt

☒ FLSA Non-Exempt

☐ Telework Available

☒ Telework Not Available

☒ Classification Complete

☐ Organizational Chart attached

**Human Resources:**

Renae Lang

Workforce Planning Manager

10/22/2018

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**Signature**

**Title**

**Date**

